



PEARSON BTEC LEVEL 3 DIPLOMA LEVEL 4 HIGHER NATIONAL CERTIFICATE LEVEL 5 HIGHER NATIONAL DIPLOMA IN BUSINESS



Approved Centre from Pearson

PEARSON BTEC LEVEL 3 DIPLOMA IN BUSINESS (QCF)

Qualification awarded by Pearson

WHO IS THIS COURSE SUITABLE FOR?

AGE: Applicants must be aged 16 years and above upon commencement.
ACADEMIC: At least 10 years of education or equivalent.
ENGLISH PROFICIENCY: IELTS 4.5 or equivalent (Applicable to international students whose last 3 years of prior education was not delivered in English).
Candidates who do not fully meet the above requirements may be considered on a case-by-case basis.

COURSE OVERVIEW

This qualification is accredited onto the UK Qualifications and Credit Framework (QCF) at Level 3. It has been designed to provide highly specialist, work-related knowledge, understanding and skills suitable for a range of careers in business such as management, administration, personnel, and marketing. The qualification provides career development opportunities for those who are already employed as well as progression opportunities to higher education, degree and professional development programmes within the same or related areas of study, in universities and other institutions.

RECOGNITION

This 120-credit BTEC Level 3 Diploma is broadly equivalent to two GCE 'A' Levels and attract UCAS points that equate to similar-sized general qualifications within education institutions within the UK.

AIMS

Provide learners the opportunity to enter employment in the business sector or to progress to qualifications such as the Pearson BTEC Higher Nationals in Business.

Provide learners the opportunity to develop a range of techniques, personal skills and attributes essential for successful performance in working life.

PROGRAMME STRUCTURE

Full-time learners are required to take 3 course units in each term with 15 guided learning hours per week.

MODE OF DELIVERY

Face-to-face lectures, tutorials, group discussions and projects.

ASSESSMENT

Learners receive feedback on their progress throughout the course as they provide evidence towards the assessment and grading criteria. Evidence for assessment may be generated through a range of diverse activities including assignment and project work, case studies, workplace assessment, role play and oral presentation.

The assessment methods provide opportunities for learners to develop their communication skills as they progress through the course. This can be achieved through presentations and discussions in which they have the opportunity to express their opinions. Learners are encouraged to take responsibility for their own learning and achievement, taking into account industry standards for behaviour and performance.

ATTENDANCE CRITERIA

All students need to attend at least 75% of classes. Student's Pass holders must maintain an attendance of at least 90% as required by the Immigration and Checkpoints Authority.

DURATION

12 months Full Time
18 months Part Time

SUBJECTS

1. The Business Environment
2. Business Resources
3. Introduction to Marketing
4. Business Communication
5. Creative Product Promotion
6. Market Research in Business
7. Relationship Marketing
8. Internet Marketing in Business
9. Training in the Business Workplace
10. Managing a Business Event
11. Developing Teams in Business
12. Managing Physical Resources in a Business Environment

GRADUATION CRITERIA

Learners must obtain a minimum PASS grade for all 12 units totalling a minimum of 120 credits.

INTAKES

Full-Time/Part-Time
January, April, July, September

TEACHER TO STUDENT RATIO

1 : 30

PROGRAMME FEES

Course Fee	S\$ 9,704.00
H&S Fee	S\$ 100.00
Administrative Fee	S\$ 600.00
Assessment Fee	S\$ 650.00
Course Materials Fee	S\$ 1,080.00
FPS	S\$ 151.68
Application Fee**	S\$ 500.00
GST	S\$ 895.00
TOTAL	S\$ 13,680.68

**Non-refundable

Note:
Fees are subject to change without prior notice.

Pearson's BTEC qualifications are recognised by leading universities, professional bodies and international employers.

Real-life learning

BTEC is the perfect choice if you enjoy learning by doing practical assignments and tasks. It encourages communication and collaboration, and puts into practice the skills required for success in a 21st century business environment.

Wide-ranging and well-regarded

You can choose from a wide range of vocational subjects and specialise in areas linked with a career you are interested in. BTECs are developed in close consultation with industry, and many graduates progress direct to the workforce.

Engaging, inspiring and real

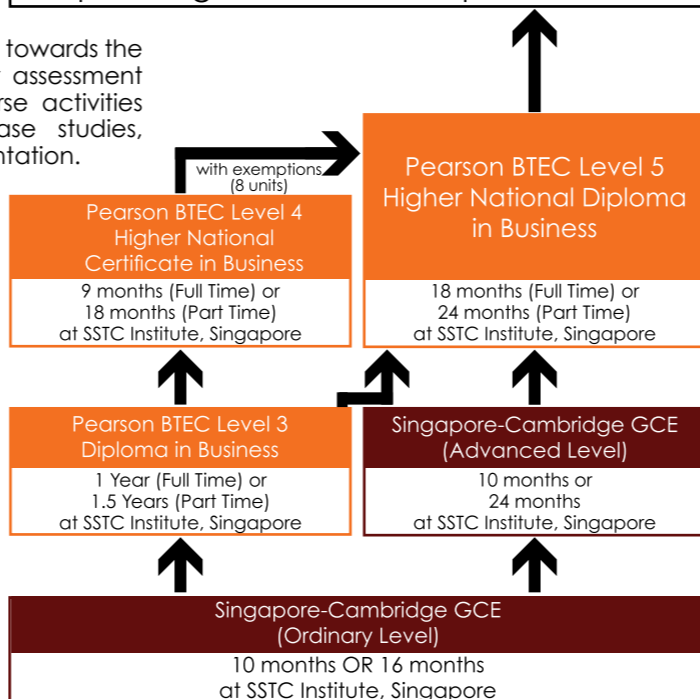
You will be assessed in-centre by the teacher, using both theory and practical assignments. These are often work-related such as film clips or business plans and proposals; and can take place within real work environments.

Recognised the world over

BTEC qualifications demonstrate that you have achieved internationally set standards in skills, knowledge and behaviours. Colleges, universities and employers around the world welcome applications from candidates with BTEC qualifications.

Degree Pathways from Pearson BTEC Qualifications

<https://degreecoursefinder.pearson.com/>



*Potential learners must meet the respective entry requirements for each level/programme.

PEARSON BTEC LEVEL 4 HIGHER NATIONAL CERTIFICATE IN BUSINESS

Qualification awarded by Pearson

WHO IS THIS COURSE SUITABLE FOR?

This course is an alternative exit point for learners enrolled in the Level 5 Higher National Diploma in Business in the event that they would like to exit upon successful completion of their Level 4 units. Learners who have completed this qualification and eventually decide to enrol into the Pearson BTEC Level 5 Higher National Diploma in Business will be exempted from units they have successfully completed in their Pearson BTEC Level 4 Higher National Certificate in Business. The minimum criteria for admission into this course are:

AGE: Applicants must be aged 17 years and above upon commencement.
ACADEMIC: Minimum 2 GCE 'A' Level passes; or Year 12 education or equivalent; or Pearson BTEC Level 3 Diploma in Business; or other equivalent foundation programs.
ENGLISH PROFICIENCY: English proficiency of IELTS 5.5/TOEFL iBT 61 or its equivalent. Applicants who do not meet the required proficiency level will need to enroll for additional English classes before admission to the programme.
MATURE CANDIDATES: (>= 21 with 3 years work experience) will be considered on a case-by-case basis.
Candidates who do not fully meet the above requirements may be considered on a case-by-case basis.

COURSE OVERVIEW

Students enrolled in this course are required to apply their knowledge to a variety of assignments and activities, with a focus on the holistic development of practical, interpersonal and higher level thinking skills. Assessment reflects not only what the student knows but also what he or she can do to succeed in employment and higher education in an ethical manner.

The BTEC Higher Nationals empower learners with a thorough grounding in the latest sector requirements with work-ready skills as well as experience of research, extended writing and meeting deadlines. This is achieved through a robust curriculum with learning outcomes mapped against Professional Body standards -- where applicable, and a core of skills and understanding that is common to all students and aligned to the Framework of Higher Education Qualifications (FHEQ).

AIMS

The Level 4 Higher National Certificate in Business offers students a broad introduction to the subject area via a mandatory core of learning, while allowing for the acquisition of skills and experience through units across a range of occupational sectors at Level 4. Students will gain a wide range of sector knowledge tied to practical skills gained in research, self-study, directed study and workplace scenarios.

PROGRAMME STRUCTURE

Full-time learners are required to take 4 course units in each trimester with 15 guided learning hours per week.

MODE OF DELIVERY

Face-to-face lectures, tutorials, group discussions and projects.

ASSESSMENT

Written assignments, class presentations, written projects.

ATTENDANCE CRITERIA

All students need to attend at least 75% of classes. Student's Pass holders must maintain an attendance of at least 90% as required by the Immigration and Checkpoints Authority.

DURATION

9 months Full Time
12 months Part Time

SUBJECTS

1. Business and the Business Environment
2. Marketing Essentials
3. Human Resource Management
4. Management and Operations
5. Management Accounting
6. Managing a Successful Business Project*
7. Entrepreneurship and Small Business Management
8. Financial Accounting

*Pearson-set assessment

GRADUATION CRITERIA

Learners must obtain a minimum PASS grade for all 8 units totalling a minimum of 120 credits.

INTAKES

Full-Time
January, May, September

TEACHER TO STUDENT RATIO

1 : 30

PROGRAMME FEES

Course Fee	S\$ 6,490.00
H&S Fee	S\$ 100.00
Administrative Fee	S\$ 600.00
Assessment Fee	S\$ 750.00
Course Materials Fee	S\$ 720.00
FPS	S\$ 108.25
Application Fee**	S\$ 500.00
GST	S\$ 648.78
TOTAL	S\$ 9,917.03

**Non-refundable

Note:
Fees are subject to change without prior notice.

PEARSON BTEC LEVEL 5 HIGHER NATIONAL DIPLOMA IN BUSINESS

Qualification awarded by Pearson

DURATION

18 months Full Time
24 months Part Time

SUBJECTS

1. Business and the Business Environment
2. Marketing Essentials
3. Human Resource Management
4. Management and Operations
5. Management Accounting
6. Managing a Successful Business Project*
7. Research Project*
8. Organisational Behaviour
9. Entrepreneurship and Small Business Management
10. Financial Accounting
11. Statistics for Management
12. Business Strategy
13. Developing Individuals, Teams and Organisations
14. International Marketing
15. Tapping into New and International Markets

*Pearson-set assessment

GRADUATION CRITERIA

Learners must obtain a minimum PASS grade for all 15 units totalling a minimum of 240 credits.

INTAKES

January, May, September

TEACHER TO STUDENT RATIO

1 : 30

PROGRAMME FEES

Course Fee	S\$ 12,980.00
H&S Fee	S\$ 200.00
Administrative Fee	S\$ 600.00
Assessment Fee	S\$ 800.00
Course Materials Fee	S\$ 1,440.00
FPS	S\$ 200.25
Application Fee**	S\$ 500.00
GST	S\$ 1,170.42
TOTAL	S\$ 17,890.67

**Non-refundable

Note:

Fees are subject to change without prior notice.

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Pearson BTEC Level 5 HND Diploma in Business
2016 Graduate



Studying the Higher National Diploma at SSTC Institute was a pleasurable experience. Every session was a combination of a good and enjoyable atmosphere and practical learning, which allowed most of the students in my BTEC Level 5 class to accomplish the benchmark of the work that they possibly could. The teaching around the subject was really comprehensive for students, with adequate interaction between the class and the teacher, allowing all our questions and queries to be answered when needed.

I feel very comfortable to go to the tutors and I know that they will help us. Because they are preparing us for a university experience, the field trip we went on allowed us to really interpret how the materials we learned were applied in the real world.

WHO IS THIS COURSE SUITABLE FOR?

The Pearson BTEC Level 4 Higher National Certificate is integrated into this course and is suitable for candidates who meet the following minimum criteria:

AGE: Applicants must be aged 17 years and above upon commencement.

ACADEMIC: Minimum 2 GCE 'A' Level passes; or Year 12 education or equivalent; or Pearson BTEC Level 3 Diploma in Business; or other equivalent foundation programs.

ENGLISH PROFICIENCY: English proficiency of IELTS 5.5/TOEFL iBT 61 or its equivalent. Applicants who do not meet the required proficiency level will need to enroll for additional English classes before commencement of the programme.

MATURE CANDIDATES: (>= 21 with 3 years work experience) will be considered on a case-by-case basis.

Candidates who do not fully meet the above requirements may be considered on a case-by-case basis.

COURSE OVERVIEW

Students enrolled in this course are required to apply their knowledge to a variety of assignments and activities, with a focus on the holistic development of practical, interpersonal and higher level thinking skills. Assessment reflects not only what the student knows but also what he or she can do to succeed in employment and higher education in an ethical manner.

Employers are looking for recruits with a thorough grounding in the latest sector requirements. They are also seeking employees with work-ready skills. Higher education students must have experience of research, extended writing and meeting deadlines. This course addresses these various requirements through a robust curriculum with learning outcomes mapped against Professional Body standards -- where applicable, and a core of skills and understanding that is common to all students and aligned to the Framework of Higher Education Qualifications (FHEQ).

RECOGNITION

This qualification is recognised by Higher Education providers as meeting admission requirements to many relevant business-related courses. Students should always check the entry requirements for degree programmes at specific Higher Education providers. More information can be found at <https://degreecoursefinder.pearson.com/>.

AIMS

Holders of this qualification will have developed a sound understanding of the principles in their field of study and will have learned to apply those principles more widely. They will have learned to evaluate the appropriateness of different approaches to solving problems. They will be able to perform effectively in their chosen field and will have the qualities necessary for employment in situations requiring the exercise of personal responsibility and decision-making.

PROGRAMME STRUCTURE

Full-time learners are required to take 4 course units in each trimester with 15 guided learning hours per week.

Learners must successfully PASS at least 90 credits at Level 4 before being allowed to progress onto Level 5 units.

MODE OF DELIVERY

Face-to-face lectures, tutorials, group discussions and projects.

ASSESSMENT

Written assignments, class presentations, written projects.

ATTENDANCE CRITERIA

All students need to attend at least 75% of classes. Student's Pass holders must maintain an attendance of at least 90% as required by the Immigration and Checkpoints Authority.